

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> COORDINATOR GRANTS		<b>Date:</b> 08/06/99
<b>Position Level:</b> 8	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 8-36

### GENERAL DESCRIPTION

To ensure overall financial compliance with County and Grant regulations, produce timely reports and projections for efficient department operation and grant compliance. Track and reconcile all accounting entries for eight grant programs in In Home Services and Nutrition departments. Reports directly to the In-Home and Nutrition Sr. Administrators.

### KEY RESPONSIBILITIES

1. \*Develop, maintain, and use spreadsheets to maintain financial data and generate reports and projections to fully utilize, but not overspend, funds.
2. \*Produce budgets for all eight grants in conjunction with management in accordance with grant rules and in line with available funds.
3. \*Ensure that only allowable expenses are posted to proper cost center, grant year, etc. and reconcile department and finance records.
4. Maintain employee pay information and ensure that payroll entries are accurate.
5. Assist in generating program reports showing number of clients, units of service, etc.
6. Data entry of services for Home Care for Elderly program as well as monthly program and financial reports for HCE.
7. \*Prepare deposits of donation and fee income, invoice and track receipt of fee income.
8. \*Produce resolutions for Commission approval related to establishing and maintaining grants, generate transfer of funds requests.
9. Request and track purchase orders; reconcile office supply expense, fuel expense and other internal billings.
10. Perform other duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Finance, Accounting or related field.
<i>Experience:</i>	3 to 5 years working with spreadsheets, and/or payroll, financial data reports, and/or related field.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Experience may substitute for educational requirement. Requires computer experience in spreadsheets and database. Excel and Access experience preferred.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_